

**Agenda**  
**Brunswick History Commission**  
**Quarterly Meeting**  
**13 December 2021**

“The Commission collects, organizes, and preserves records of local historical significance and makes this information available to the public.”

- Call to order/ roll call/ introduction of guests (if any)
- Approval of September 22 minutes (attached below for your review).
- Website update.
- Facebook update.
- Procedure for accepting new acquisitions.
- Procedure for lending out materials (review of established policy).
- History Commission brochure: Final approval (see note below\*)
- Budget
  - Current budget (FY2022)
  - Short term needs (FY2023)
  - Long term needs
- Weekly meetings. Suggestions for improvement.
- Coordination with the Museum.
- Date of next quarterly meeting (in March).
- Adjournment.